



16000 SE MISTY DRIVE, HAPPY VALLEY, OREGON 97086-6299

Telephone (503) 783-3800 ~ Fax (503) 658-5174

Web Site: [www.ci.happy-valley.or.us](http://www.ci.happy-valley.or.us)

## SITE DEVELOPMENT PERMIT

### **Project Information**

Address \_\_\_\_\_

Subdivision Name \_\_\_\_\_

Number of Lots \_\_\_\_\_

Nearest Cross Street \_\_\_\_\_

### **Applicant Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

### **Contractor Information**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

### **Contact Person**

Name \_\_\_\_\_

24-hr Phone/Pager \_\_\_\_\_

E-mail \_\_\_\_\_

### **Design Engineer Information**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State/Zip \_\_\_\_\_

### **Contact Person**

Name \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

**Permit Number** **SDP No.** \_\_\_\_\_

### **Additional Permits Required**

Tree Removal Permit Required Yes ☐ No ☐

Right-of-Way Permit Required Yes ☐ No ☐

### **DEQ NPDES 1200-C Permit**

Disturbance Area (Acres) \_\_\_\_\_

Permit Required Yes ☐ (area >1 acre)

No ☐ (area <1 acre)

DSL or USACE Permit/Letter of Concurrence

Yes ☐ No ☐ N/A ☐

Permit On File with City Yes ☐ No ☐

### **Erosion and Sediment Control (ESC)**

#### **Contact Information**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State/Zip \_\_\_\_\_

#### **Contact Person**

Name \_\_\_\_\_

24-hr Phone/Pager \_\_\_\_\_

E-mail \_\_\_\_\_

#### **Estimate of Proposed Work**

Width (ft) \_\_\_\_\_ Length (ft) \_\_\_\_\_ Depth (ft) \_\_\_\_\_

Cut Amount (cy) \_\_\_\_\_

Fill Amount (cy) \_\_\_\_\_

#### **Spoils Haul Location**

Address \_\_\_\_\_

City \_\_\_\_\_

Haul Site Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

# SITE DEVELOPMENT PERMIT

## Retaining Walls

Length of Walls >4' Height \_\_\_\_\_

## Retaining Wall Design

Calculations Submitted Yes ☐ No ☐

## Design Engineer Information

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State/Zip \_\_\_\_\_

## Contact Person

Name \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

## Residential & Subdivision Reviews

Grading Plan Review Completed

Yes ☐ By: \_\_\_\_\_ No ☐ N/A ☐

Construction Plan Review Completed

Yes ☐ By: \_\_\_\_\_ No ☐ N/A ☐

Estimate of % Plan Review Completion: \_\_\_\_\_

## Commercial & Multi-Family Review

Grading Plan Review Completed

Yes ☐ By: \_\_\_\_\_ No ☐ N/A ☐

Construction Plan Review Completed

Yes ☐ By: \_\_\_\_\_ No ☐ N/A ☐

Bond Required: Yes ☐ No ☐

Bond Amount: \$ \_\_\_\_\_

Bond Number: \_\_\_\_\_

Submit Proof of Insurance Certificate (naming the City of Happy Valley as additional insured)

Insurance Coverage Provider: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Bond or Surety Company: \_\_\_\_\_

**A Grading Plan must be submitted if the following criteria cannot be met. (City of Happy Valley Ordinance No. 138).**

## **\*EXEMPTION from PERMIT.**

- ☐ Cut is less than 25 cubic yards (in-situ measure).
- ☐ Fill less than 1 foot, placed on slope flatter than 5 feet horizontal to 1 foot vertical.
- ☐ Fill less than 3 foot in depth not intended to support structures, not to exceed 25 cubic yards.
- ☐ Cut of Fill not to take place on property line. See City of Happy Valley Building Department.

Stock piles are exempt with approval and submission of Erosion and Sediment Control Plan (City of Happy Valley Ordinance 141).

Attention: Oregon Law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-001 through OAR 952-001-090. You may obtain copies of these rules by calling 503-232-1987.

*Allow two weeks for City Staff review. A completed Permit Form will be returned for your review.*

***I HAVE READ AND WILL COMPLY WITH THE ABOVE REQUIREMENTS. I UNDERSTAND THAT THE SITE WILL BE INSPECTED TO COMPLY WITH THE CITY OF HAPPY VALLEY ORDINANCE NO. 138 AND IS IN COMPLIANCE WITH THE CITY MUNICIPAL CODE CHAPTER 15.12 – "INFILL AND GRADING".***

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## **OFFICE USE ONLY**

Reviewed/Approved By: \_\_\_\_\_  
Public Works/Engineering Department

Fee: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Receipt #: \_\_\_\_\_ By: \_\_\_\_\_

☐ See attached sheet(s) for additional conditions

# SITE DEVELOPMENT PERMIT

## GENERAL TERMS AND CONDITIONS

1. Permit is valid for 1-year from date of issuance or as specified by special conditions placed upon the permit by the City Engineer.
2. **IMPORTANT NOTE: EXCAVATORS MUST POTHOLE TO LOCATE UNDERGROUND UTILITY FACILITIES.**  
In addition, Oregon Law requires you to follow rules adopted by the Oregon Utility Notification Center if the work involves excavation. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the center at 503-232-1987.
3. This permit is issued by the City of Happy Valley subject to the City of Happy Valley Municipal Code Chapter 13.04, the City's *Public Works Standards*, and the Terms and Conditions contained herein and/or attached hereto, and is accepted and approved by Applicant subject to same.
4. **I HEREBY GIVE THE CITY** unconditional and absolute permission to enter the property described herein at any time to conduct inspections of any and all work being done. I understand that if inspectors are refused access, the City may immediately revoke this permit without any further notice and without any hearing prior to revocation. I also understand that any refuse to allow entry or access under this permit constitutes a violation of the City of Happy Valley Code.
5. The Applicant shall be responsible and liable for all accidents, environmental clean-up, damages or injuries to any person or property resulting from the construction, maintenance, repair, operation or use of a facility for which the Applicant may be legally liable. The Applicant shall indemnify and hold harmless the City of Happy Valley, it's City Councilor's and all officers, employees or agents against any and all damages, claims, demands, actions, causes of action, costs and expenses of whatsoever nature which they or any of them may sustain by reasons of the acts, conduct or operation of the Applicant, his agents or employees in connection with the construction, maintenance, repair, operation or use of said facility.
6. The spreading of mud or debris upon any street is strictly prohibited and violation shall be cause for immediate revocation of this permit. Clean up shall be at the Applicant's expense. Affected streets shall be cleaned of all dirt and debris at the end of each workday, or more frequently if so determined by the City.